

Arts Learning and Outreach: Artist Roster

Artist Roster Application for D.C. Arts Education Teacher Mini-Grants

D.C. Commission on the Arts & Humanities



APPLICATION
GUIDELINES FOR
INDIVIDUALS
FY 2004

Deadline

Thursday, June 19, 2003 at 7:00 PM

All applications must be received at the Commission office by this time.

Technical Assistance Workshops

Three workshops will be held to assist individuals in preparing their applications for the Artist Roster Program. The workshops will cover the following: application procedure, selection criteria, working with DCPS, and examples of eligible projects. Please notify Mary Liniger, AIE Coordinator, at (202) 724-5613 regarding which session you will attend. Specific questions related to your project may be discussed by scheduling a consultation with the AIE Coordinator prior to the deadline.

- **Thursday, May 29, 2003, 5:00-6:30 PM**
- **Wednesday, June 4, 2003, 5:00-6:30 PM**
- **Wednesday, June 11, 2003, 5:00-6:30 PM**

All workshops will take place at the DC Commission on the Arts and Humanities, 410 8th Street, NW, Fifth Floor, Washington, D.C.

About the Artist Roster

The purpose of this program is to enable artists to apply for acceptance on the Artist Roster, which makes them eligible for participation in the Arts Commission's school residency programs. Acceptance on the Artist Roster means that artists have the qualifications to conduct residencies, i.e., produce high quality artistic work, and have the skills and competencies needed to work with teachers and students in designing and implementing arts programs.

Accessibility Services



Persons needing accessibility accommodations for Commission services and programs may contact the Commission's 504 Coordinator, Mary Liniger, at (202) 724-5613 or (202) 727-3148 TDD to request assistance. A large print or cassette version of this document is available with advance notice. Sign language interpretation is available for Commission workshops and events with two weeks notice.

Access & Equal Opportunity

Federal and District of Columbia statutes require all applicants to comply with laws and regulations governing nondiscrimination. These include: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101-12213) which prohibits discrimination on the basis of disabilities; and the D.C. Human Rights Act of 1977.

Proveemos asistencia en ESPAÑOL con previo aviso.

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Anthony Gittens,
Executive Director



Government of the
District of Columbia
Anthony A. Williams, Mayor

About the Commission

The D.C. Commission on the Arts and Humanities is the official arts agency of the District of Columbia. Commission programs support and promote stability, vitality, and diversity of artistic expression in the District. The Commission is assisted in its grants making by advisory panels of respected arts professionals and community representatives who make recommendations to the Commission on grant awards.

Artist Roster Goals and Information

- To encourage professional artists to share their talents with District teachers and students by working in school residencies
- To provide a resource where teachers may access the residency ideas of artists who are approved by the Arts Commission for residency work
- To support artistic and educational opportunities for teachers, students, and artists through arts residencies

A panel of professional artists and educators will review all roster applications and work samples. The panel will then make recommendations to the commissioners, who will have final authority over artist inclusion.

All artists accepted into the Artist Roster Program will be placed on the roster for two years, assuming a satisfactory evaluation at the end of year one. The Artist Roster will be distributed to all D.C. Public and Charter Schools, as well as on the Arts Commission website. Please note that inclusion on the artist roster does not guarantee participation in the teacher mini-grant residencies. Individual schools will select the artists for their residencies.

Eligibility

The program is open to all artists in the metropolitan Washington area, with preference given to District of Columbia residents.

Artist Fees

Artists accepted in the Artist Roster Program will be paid \$30 per hour, and that most residencies will be 1-2 weeks in duration. Please note that no expenses other than materials will be covered by the program.

Selection Criteria

The following criteria will be used to evaluate the application submissions, work samples, and other application materials:

- Artistic Merit
- Project Design- Educational Content
- Project Design- Impact, Accessibility and Engagement
- Project budget and planning
- Project Evaluation and Participant Assessment

Photo, page 1: Artist Karen Brown.

- ✓ **SUBMIT: ONE ORIGINAL PACKET** (the signed application form and its attachments) and **9 COPIES, COLLATED, BINDER CLIPPED** or **STAPLED**. Please type.

Artistic Discipline ☐ Crafts ☐ Dance ☐ Literature ☐ Media ☐ Theater
 ☐ Visual Arts ☐ Music ☐ Multidisciplinary ☐ Interdisciplinary/Performance Art

Sub-discipline (e.g. Actor, Choreographer, Poet, etc.) _____

Applicant's Legal Name _____

Applicant's Professional Name (if different than legal name) _____

Social Security Number _____

Address (P.O. Box not accepted) _____

WDC, Zip Code _____ Ward # _____

Telephone/day _____ Telephone/eve _____ Fax _____

Email _____ Website _____

Indicate work sample submitted (i.e., 10 slides, 1 videotape, audition) _____

PLEASE ATTACH THE FOLLOWING TO THE APPLICATION FORM

Collate in exact order. Use 8.5" X 11" sheets.

- ☐ ARTIST RESUME
- ☐ WORKSHOP/RESIDENCY DESCRIPTION (3 pages maximum)
- ☐ To help panelists understand what approach you might take as an artist-in-residence, describe a project you might do, indicating the age level and residency length appropriate for the activity. Describe the project goals and teaching format, including how the project might fit into the larger school education program. Describe how your work or your approach to your art form is particularly relevant to teachers and to education.
- ☐ WORKSHOP/RESIDENCY SCHEDULE (1 page maximum, outline format)
- ☐ Give a sample schedule for how your residency would be conducted over the one to two week period
- ☐ ITEMIZED MATERIALS BUDGET (1 page maximum)
- ☐ Provide a budget for materials needed, broken out to per-classroom costs (30 children)
- ☐ THREE LETTERS OF REFERENCE
- ☐ Provide three letters of reference that relate to your work as an artist working with schools.
- SECURITY STATEMENT
- ☐ Provide a statement that states if selected, you will provide Metropolitan Police Department Background Check and Copy of Tuberculosis Screening for individuals directly working with children and youth

- ☐ PROVIDE ONE COPY OF WORK SAMPLE (as defined on page 4)

I hereby certify that the information in this application and its attachments are true and correct to the best of my knowledge.

Applicant Signature _____ Date _____

Specific Submission Requirements by Discipline

In addition to the requirements listed on the application forms, all applicants are required to submit artistic work samples up to two years old for the evaluation of artistic merit. If applicant has conducted similar projects in the past two years, it is recommended, if applicable, to include samples of participants' works (for example, a visual arts workshop participants' works).

- **VISUAL ARTS AND CRAFTS:** Individuals submit 10 slides of at least five different works. Organizations submit 20 slides of different works. Include a slide identification sheet listing the applicant and artist name, title, medium, size, and date of completion of each work.
- **DANCE:** Up to two videotapes of performances.
- **INTERDISCIPLINARY/PERFORMANCE ART: (Individuals only)** Up to 10 slides with 10 copies of a slide identification sheet, or two audio/video tapes, or a combination of items, demonstrating the integration of disciplines in your work.
- **LITERATURE:** 10 copies of five works, maximum 20 pages total. If submitting excerpts, provide synopsis.
- **MEDIA (FILM/VIDEO/RADIO):** Up to two audio/video tapes of completed work or work-in-progress, and 10 copies of a one-page treatment of each work.
- **MULTIDISCIPLINARY:** Work samples demonstrating artistic excellence in at least two artistic disciplines. Work samples must conform to the requirements for each discipline.
- **MUSIC:** Up to two audio/video tapes. Composers and arrangers should also submit related scores or lead sheets.
- **THEATER:** Individuals submit samples that could include video tape of contrasting monologues, 10 slides of productions with 10 copies of slide identification sheet, audio tape of sound design, or 10 copies of a concept statement (1-3 pages) of a recently directed play. Playwrights submit 10 copies of a play and a one-page synopsis. Organizations submit 10 copies of up to four representational programs or playbills.

Information

For more information please call:

Mary Liniger, Arts in Education Coordinator

D.C. Commission on the Arts and Humanities

(202) 724-5613 (voice)

(202) 727-4135 (fax)

(202) 727-3148 (TDD)